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MICHELLE BAILEY-HEDGEPEETH
EXECUTIVE SECRETARY

THOMAS AKRAS
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STATE OF MARYLAND
BOARD OF LIQUOR LICENSE COMMISSIONERS
FOR BALTIMORE CITY
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February 12, 2015

Dear Licensee(s):

Greetings! This is the yearly renewal period and we have changed renewal format and hopefully simplified the process this year. As you may be aware the board is working towards moving our processes and forms online. This year's the renewal application is now available as a fillable Word Document, Adobe PDF and, it has also been enclosed for your use in paper. Check out the Liquor Board's Website for more information on the renewal process and we will be adding more forms and information for your use throughout the year.

Enclosed is a list of Frequently Asked Questions (FAQ's) and to hopefully streamline the renewal process, this year we have simplified the renewal so that additional forms will not be needed with the exception of the "food form" for Class B Establishments within the 46th District.

With the number of licenses in Baltimore City, this is a busy time for our office so we have devised so additional methods in contacting staff by email and the attached information provides information to streamline this process. Just as a reminder, there will be **no notary services** available at our office during renewal. When you submit your renewal, all signatures must be notarized or the renewal will be rejected.

Your completed renewal application and renewal-processing fee must be received or postmarked by Tuesday, March 31, 2015. After that date, a \$50 per day late fee will be imposed.

Sincerely,

Michelle Bailey-Hedgepeth

Michelle Bailey-Hedgepeth
Executive Secretary